
JOB ANNOUNCEMENT

Job Title: **PT Airport Attendant & Maintenance Assistant**

Status: **Part-Time**

Salary: **Group 9 Step 8: \$9.87/hour DOQ**

Open Date: **December 29, 2014**

Closing Date: **January 20, 2015 at 5:00 p.m.**

Description:

Assists the Airport Manager in the operation of the airport terminal and aircraft refueling facilities; maintains the airport facilities; and ensures that safe and efficient service is provided to users of the City's airport. Assists the Building Maintenance Superintendent in conducting routine and non-routine maintenance tasks and inspections to all City buildings and facilities. Performs various maintenance tasks to help ensure the safe, clean and efficient operation of the Airport and other City-owned facilities. Work less than 30 hours a week including every Saturday.

Qualifications:

High school graduate, or its equivalent, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Knowledge/skills/abilities:

Able to operate service equipment and observe safety procedures; able to work effectively with minimum supervision; ability to detect potential safety hazards. Knowledge of basic maintenance processes and/or aviation operations a plus but not required.

License Required:

Texas Driver's License

Content:

A City of Taylor Application is required for this position. Please send your application to:

Mail or Deliver to: Human Resources, City of Taylor, 400 Porter St., Taylor, Texas 76574

Questions:

Email: esther.walton@taylortx.gov

Phone: 512-352-5993

Website: www.taylortx.gov

The City of Taylor is an Equal *Opportunity Employer*. Minorities are encouraged to apply.



JOB DESCRIPTION

Class No: 759 Title: Airport Attendant & Maintenance Assistant
Pay Group: 9 EEOC Category: Service-Maintenance
Date: December 16, 2014 FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Assists the Airport Manager in the operation of the airport terminal and aircraft refueling facilities; maintains the airport facilities; and ensures that safe and efficient service is provided to users of the City's airport. Assists the Building Maintenance Superintendent in conducting routine and non-routine maintenance tasks and inspections to all City buildings and facilities. Performs various maintenance tasks to help ensure the safe, clean and efficient operation of the Airport and other City-owned facilities.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Airport Manager
Directs: This is a non-supervisory position
Other: Has contact with other City employees, vendors, Airport lessees and the general public

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of time	Strength*	Physical Demand Code*
Supervises the operation of the airport terminal and aircraft refueling facilities, including ensuring that fuel inventory is adequate and of proper quality	30	L	A,B,C,D,E,F,G,H,I,J,M,N,O,P,Q,R,S
Performs routine, basic maintenance to ensure the clean, safe, and efficient operation of City-owned facilities and equipment.	30	L/M	A,B,C,D,E,F,G,H,I,K,M,N,O,P,Q,R,T
Maintains a constant functioning of runway lights	10	L	A,C,H,I,J,K,M,Q
Performs opening and closing routines of pilots lounge	10	L	A,C,H,I,K,Q,R,S
Maintains airport grounds as directed including mowing grass, trimming trees, tending flowerbeds, cleaning restroom facilities and pilot lounge.	5	S/M	A,B,C,D,E,F,G,H,I,J,K,M,N,P,Q,R,S,T

*See Physical Demands portion of job description for key to codes

Description of Work	Av. % of time	Strength*	Physical Demand Code
Monitors and operates aeronautical advisory radio station to provide information to incoming and departing aircraft	Constant	S	A,B,Q,R,S
Assists with aircraft fueling and provide minor aircraft service	1	L/M	A,C,D,E,F,G,H,I,K,M,N,O,P,Q,R,S
Ensures that the Airport leasees are in compliance with the terms of the lease, and that the Airport is in compliance with state, federal safety regulations	1	S	B,F,H,I,K,M,Q,R,S
Monitors weather conditions from automated weather observation system and records data	1	S	A,B,H,I,Q,R,S
Assists in parking, tie-down, or other aircraft handling	1	L/M	A,C,F,G,H,I,J,K,L,M,Q,R,S

OTHER IMPORTANT DUTIES:

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Performs other administrative duties as required	5	S	A,B,C,D,E,F,G,H,I,K,M,N,O,P,Q,R,S,T
Performs other maintenance duties as required	5	S/M	All except L,O
Performs other attendant and support duties as required	1	L/M	All except T
Serves in extension of current duties as required for emergency management, particularly in the areas of emergency medical service and human services	As Needed	L/M	All
Provides quality customer service to city staff, the general public, and all other work contacts	Constant	N/A	N/A

PHYSICAL DEMANDS:

1. Overall Strength Demand

☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>F</u> A. Standing	<u>F</u> G. Reaching	<u>R</u> L. Crawling	<u>C</u> Q. Vision
<u>F</u> B. Sitting	<u>C</u> H. Handling	<u>F</u> M. Bending	<u>C</u> R. Hearing
<u>F</u> C. Walking	<u>C</u> I. Fine Dexterity	<u>O</u> N. Twisting	<u>C</u> S. Talking
<u>O</u> D. Lifting	<u>O</u> J. Kneeling	<u>O</u> O. Climbing	<u>O</u> T. Foot Controls
<u>O</u> E. Carrying	<u>O</u> K. Crouching	<u>O</u> P. Balancing	<u> </u> U. Other
<u>F</u> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

*See Physical Demands portion of job description for key to codes

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	To supervise and/or perform maintenance on equipment, grounds and facilities. To get from office/pilots lounge to work areas; to assist with service work; to work at office/pilot lounge. On asphalt, gravel, grass, dirt and mud.
SITTING	To perform administrative duties/desk work; to attend meetings; to drive; to attend office in chair while monitoring and recording flight/weather related information
LIFTING/CARRYING	Light tools/equipment to perform maintenance on grounds, equipment and/or facilities; to get pressurized full hose from fuel pump to plane (5 to 15 lbs depending upon type of pump) Various types of equipment: weed eaters (14 lbs), ladders (15 lbs);
PUSHING/PULLING	To operate weedeater, to pull fuel hose from pump (over 50 lbs. of initial exertion); to push planes to tie down area
REACHING	To various levels to replace light bulbs and conduct maintenance tasks
HANDLING/FINE DEXTERITY	For most aspects of job: to complete administrative related paperwork; to write sales receipts; to operate radio system; to perform aircraft handling services such as tie downs and fueling; operate computer; utilizing hand tools and equipment;
CROUCHING/KNEELING	To take readings on fuel pumps; to get under wings of small planes for tie downs; to maintain runway lights; to perform safety inspections. To pick up trash and other items in areas; to perform basic preventive maintenance on equipment; to conduct maintenance tasks
BENDING/TWISTING	To access and pull fuel hoses; to tie down planes
CLIMBING/BALANCING	To climb ladder to perform basic maintenance tasks.
VISION	For most aspects of the job: to service planes; to write reports; to work computer; to monitor plane traffic; to see windsock; To operate motor vehicle and all other equipment; perform repair and maintenance tasks; to operate fuel system point of sale terminal.
HEARING/TALKING	To communicate in clear English over radio
CRAWLING	To get under wings of small planes for tie downs

NON-PHYSICAL DEMANDS:

- | | |
|---|--|
| <u> O </u> time pressures | <u> F </u> noisy/distracting environment |
| <u> O </u> emergency situations | <u> O </u> tedious exacting work situation |
| <u> R </u> irregular schedule/overtime | <u> C </u> working closely with others as part of a team |
| <u> R </u> danger/physical abuse | <u> O </u> performing multiple tasks simultaneously |
| <u> F </u> frequent change of tasks | <u> </u> other (describe below) |
| <u> O </u> varying periods of idle time interspersed with emergencies requiring intense concentration | |

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (From 1/3 to 2/3 of the time), O-OCCASIONALLY (Up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

SPECIAL REQUIREMENTS:

This part-time position requires an employee to work every Saturday in the Airport Office along with additional days during the work-week as agreed upon. Work hours not to exceed a total of 54 hours in each pay period. Work other hours as needed when assigned.

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Radio, computer, telephone, calculator, ground power unit, hearing protectors, battery chargers, fuel delivery system, aviation fuel dispenser, jet fuel dispenser, mower, weedeater, hand tools, hand sprayer, all types of ladders, drills, saws, nail guns and tape measure.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Exposed to weather, aircraft engine noise, dust, pollen, liquid petroleum products, cleaning products, electrical

KNOWLEDGE/SKILLS/ABILITIES:

Able to operate service equipment and observe safety procedures; able to work effectively with minimum supervision; ability to detect potential safety hazards;

Reading:	Reads equipment manuals and operation warnings, safety handling caution literature,
Writing:	Able to write brief memos, receipts, e-mail messages
Math:	Able to make change, calculate service charges,
Reasoning:	Able to follow safety procedures and airport administration policies
Advanced Theoretical Knowledge:	Knowledge of basic maintenance processes and/or aviation operations a plus but not required

Regular and timely attendance is required.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES/LICENSES REQUIRED:

Texas driver's license

SIGNATURE:

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

Printed Name

Signature

Date



CITY OF TAYLOR APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574****

Phone: (512)352-5993

www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

(LAST NAME) (FIRST NAME) (INITIAL)

(STREET ADDRESS, RFD, P.O. BOX)

(CITY) (STATE) (ZIP CODE)

Phone Numbers:(____)_____ Social Security Number _____

(____)_____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when? _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, when? _____

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No

If yes, list name and relationship: _____

Minimum Salary Requesting \$_____ per _____

FOR OFFICE USE ONLY

Received _____ Ltr sent _____

Refs chkd _____ Bkgd ck _____

Interview _____ Hired _____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? ☐ **Yes** ☐ **No**

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

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Summary of job duties	Reason for leaving	

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Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? ☐ **Yes** ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication? ☐ **Yes** ☐ **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver’s License? ☐ **Yes** ☐ **No** License # _____
Type of license: ☐ Class C ☐ CDL ☐ Other _____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an “at-will” employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- ☐ Male
☐ Female

AGE (in years)

- ☐ Under 40
☐ 40 and above

RACIAL/ETHNIC GROUP

- ☐ Caucasian (Not of Hispanic Origin)
☐ Black (Not of Hispanic Origin)
☐ Hispanic Origin
☐ Asian or Pacific Islander
☐ American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- ☐ Posted Job Announcement
☐ Texas Employment Commission
☐ Current Employee
☐ Friend
☐ Newspaper _____
☐ Just walked in
☐ Other (specify) _____

DISABILITY

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

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Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone



CITY OF TAYLOR APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

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NEPOTISM CERTIFICATION

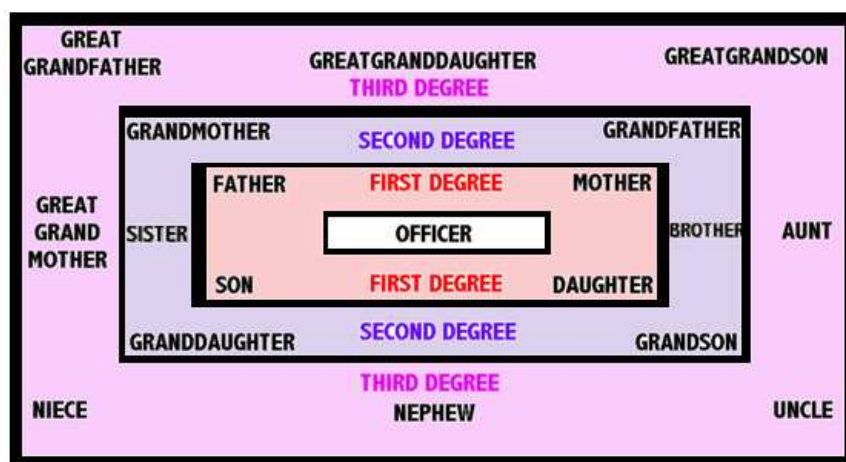
Applicant's Name _____

Position(s) Applying For: _____

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? ☐ Yes ☐ No If yes, please explain

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____ Date _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/Crime%20Records/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

CITY OF TAYLOR

Agency Name (Please print)

ESTHER A. WALTON

Agency Representative Name (Please print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ _____ initial

Purpose of CCH: _____

Empl ____ Vol/Contractor ____ _____ initial

Date Printed: _____ _____ initial

Destroyed Date: _____ _____ initial

Retain in your files